



State of Oklahoma
COR131 Purchase Order/Requisition Closing Manual

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CLOSE REQUISITION THROUGH WORKBENCH

Overview

The Purchase Order, (PO) **must** be closed before the Requisition. This is new in 8.9.

Closing the Requisition will complete the PO process and release available Pre-encumbrances. Once a Requisition has been closed it cannot be opened again. **[DO NOT CLOSE A Requisition IF YOU EVER INTEND TO USE IT AGAIN].**

If the Requisition is associated with a Purchase Order, the Purchase Order will need to be closed first. If the Purchase Order is not finalized any available encumbrance will be reinstated on the Requisition (pre-encumbrance). This is not a problem, as long as you intend to close the Requisition.

Closing the Requisition resets your Requisition Header status to Complete, your line status to complete and your budget status to 'Not Checked'. The benefit of this status change is that completed requisitions no longer appear in your list of available requisitions when you access requisition pages in update or display mode. These completed requisitions are also removed from the view in many other situations in which the available options have been set to exclude completed or canceled requisitions. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you must modify.



Close a Requisition (s)

Navigation: Purchasing>Requisition>Reconcile Requisitions>Reconciliation Workbench

Requisition Recon WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Business Unit: [=] [09000]

WorkBench ID: [begins with] []

Description: [begins with] []

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input the BU, Workbench ID and click **Search**. If it is the first time the user has run this process, a Run Control ID must be created.



Filter Option Page

Reconciliation WorkBench

Filter Options

Business Unit: 09000 **WorkBench ID:** REQ_RECON
Description: REQ CANCELLATION

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition: **To:**
Req Date: **Until:**
Activity Date: **To:**
Due Date: **To:**
Vendor ID:
Item ID:
Requester:

Status

Open **Approved** Lines Approved Cancelled Denied
 Pending Appr

Sourcing

Sourcing

Source

Encumbrance

Open Pre-encumbrances

ChartFields

<u>GL Unit</u>	<u>Account</u>	<u>Sub-Account</u>	<u>Fund Type</u>	<u>Class-Funding</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>CFDA#</u>
<input type="text"/> <input type="button" value="🔍"/>							

 [Return to Requisition Workbench](#)

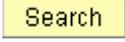
Above is the Filter Option Page. This page allows the user to enter selection criteria for the Requisitions to display on the Requisitions Reconciliation Workbench Page. One Requisition can be selected by inputting the Requisition number in the Requisition ID fields.

Input the selection criteria.



Filter Option Definitions

- **Requisition**-Range of requisitions to close
- **Req Date**-The date on the Requisition.
- **Activity Date**- The system updates this date on the requisition when you save your requisition
- **Due Date**-Date product is due
- **Vendor ID**-Vendor on the Requisition
- **Item ID**-Item ID on the Requisition
- **Requestor**-User who created the Requisition
- **Status**-Requisition Status
- **Sourcing**-The sourcing status of the requisition. This status can be found on the Requisition's sourcing control tab. If the status is sourcing complete then the "Radio Box" must be checked.
- **Open Pre-encumbrances**-This check box enables you to search for requisitions that are tied to purchase orders with an open balance.
- **Chartfields**-You can enter multiple ChartField combinations as search criteria

Once you have selected your criteria, click  located in the bottom left hand corner of the page.



Reconciliation Workbench

Reconciliation Workbench

Business Unit: 09000 **WorkBench ID:** REQ_RECON

Description:

Select Reqs for Further Processing

List of Requisitions								
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Change Order
<input type="checkbox"/> 0900000001		Approved	N	Valid	11/03/2003	11/04/2003		
<input type="checkbox"/> 0900000003		Approved	N	Valid	12/22/2003	05/27/2004	Garry George	3
<input type="checkbox"/> 0900000004		Approved	N	Valid	12/24/2003	06/04/2004	Riley Shaul	
<input type="checkbox"/> 0900000010		Approved	N	Valid	02/26/2004	12/29/2004	Robert Shepherd	6
<input type="checkbox"/> 0900000012		Approved	N	Valid	03/01/2004	03/09/2004	Garry George	
<input type="checkbox"/> 0900000014		Approved	N	Valid	03/15/2004	03/15/2004	Robert Shepherd	
<input type="checkbox"/> 0900000018		Approved	N	Valid	04/23/2004	04/23/2004	Robert Shepherd	
<input type="checkbox"/> 0900000019		Approved	N	Valid	04/30/2004	04/30/2004	Garry George	
<input type="checkbox"/> 0900000022		Approved	N	Valid	06/04/2004	12/28/2005	Garry George	
<input type="checkbox"/> 0900000024		Approved	N	Valid	07/19/2004	08/04/2004	Riley Shaul	

[Select All](#) [Clear All](#)

To review all requisition in your results **click [View All](#)** Link.



Reconciliation Workbench

Business Unit: 09000 WorkBench ID: REQ_RECON

Description:

Select Reqs for Further Processing

List of Requisitions									
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Change Order	Lines
<input type="checkbox"/> 0900000001		Approved	N	Valid	11/03/2003	11/04/2003			
<input type="checkbox"/> 0900000003		Approved	N	Valid	12/22/2003	05/27/2004	Garry George	3	
<input type="checkbox"/> 0900000004		Approved	N	Valid	12/24/2003	06/04/2004	Riley Shaul		
<input type="checkbox"/> 0900000010		Approved	N	Valid	02/26/2004	12/29/2004	Robert Shepherd	6	
<input type="checkbox"/> 0900000012		Approved	N	Valid	03/01/2004	03/09/2004	Garry George		
<input type="checkbox"/> 0900000014		Approved	N	Valid	03/15/2004	03/15/2004	Robert Shepherd		
<input type="checkbox"/> 0900000018		Approved	N	Valid	04/23/2004	04/23/2004	Robert Shepherd		
<input type="checkbox"/> 0900000019		Approved	N	Valid	04/30/2004	04/30/2004	Garry George		
<input type="checkbox"/> 0900000022		Approved	N	Valid	06/04/2004	12/28/2005	Garry George		
<input type="checkbox"/> 0900000024		Approved	N	Valid	07/19/2004	08/04/2004	Riley Shaul		
<input type="checkbox"/> 0900000028		Approved	N	Valid	10/05/2004	10/11/2004	Garry George		
<input type="checkbox"/> 0900000035		Approved	N	Valid	01/20/2005	03/07/2005	Jan Hall	3	

- Review the Doc Status by **clicking** the Doc Status Icon .
- Review the Requisition Line by **clicking** the Requisition Line Icon .

To select the individual Requisition to be closed, click the “Radio Box” located to the left of the PO.



Reconciliation Workbench

Business Unit: 09000 WorkBench ID: REQ_RECON

Description:

Select Reqs for Further Processing

List of Requisitions									
Requisition ID	Doc Status	Status	Hold	Budget Status	Reg Date	Last Activity	Name	Change Order	Lines
<input checked="" type="checkbox"/> 0900000001		Approved	N	Valid	11/03/2003	11/04/2003			
<input type="checkbox"/> 0900000003		Approved	N	Valid	12/22/2003	05/27/2004	Garry George	3	
<input type="checkbox"/> 0900000004		Approved	N	Valid	12/24/2003	06/04/2004	Riley Shaul		
<input type="checkbox"/> 0900000010		Approved	N	Valid	02/26/2004	12/29/2004	Robert Shepherd	6	
<input type="checkbox"/> 0900000012		Approved	N	Valid	03/01/2004	03/09/2004	Garry George		
<input type="checkbox"/> 0900000014		Approved	N	Valid	03/15/2004	03/15/2004	Robert Shepherd		
<input type="checkbox"/> 0900000018		Approved	N	Valid	04/23/2004	04/23/2004	Robert Shepherd		
<input type="checkbox"/> 0900000019		Approved	N	Valid	04/30/2004	04/30/2004	Garry George		
<input type="checkbox"/> 0900000022		Approved	N	Valid	06/04/2004	12/28/2005	Garry George		
<input type="checkbox"/> 0900000024		Approved	N	Valid	07/19/2004	08/04/2004	Riley Shaul		
<input type="checkbox"/> 0900000028		Approved	N	Valid	10/05/2004	10/11/2004	Garry George		

<input type="checkbox"/> 0900000043		Approved	N	Valid	07/27/2005	08/12/2005	Jan Hall	1	
<input type="checkbox"/> 0900000046		Approved	N	Valid	08/19/2005	09/17/2005	Garry George	1	
<input type="checkbox"/> 0900000047		Approved	N	Valid	09/01/2005	10/04/2007	Jan Hall		
<input type="checkbox"/> 0900000048		Approved	N	Valid	10/04/2005	04/19/2007	Jan Hall	1	
<input type="checkbox"/> 0900000049		Approved	N	Valid	01/03/2006	01/06/2006	Jan Hall		
<input type="checkbox"/> 0900000050		Approved	N	Valid	01/23/2006	03/01/2006	Jan Hall		
<input type="checkbox"/> 0900000052		Approved	N	Valid	03/02/2006	03/26/2006	Jan Hall	1	
<input type="checkbox"/> 0900000053		Approved	N	Valid	03/17/2006	03/28/2006	Jan Hall	2	
<input type="checkbox"/> 0900000054		Approved	N	Valid	03/24/2006	04/03/2006	Jan Hall	1	
<input type="checkbox"/> 0900000055		Approved	N	Valid	04/11/2006	11/08/2006	Jan Hall	1	
<input type="checkbox"/> 0900000058		Approved	N	Valid	06/27/2006	07/21/2006	Jan Hall	2	

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [View Processing Results](#)

To select all the Requisitions, click the [Select All](#) Link.

After the requisitions have been selected, click .



Reconciliation Definitions

- **Approve**-Not available. Workflow is used to approve Requisitions
- **Un-Approve-Click** to put the requisition in a pending status. Requisition will need to be approved again.
- **Cancel- Click** to cancel the selected requisitions and all lines.
- **Close- Click** to close the selected requisitions to further processing. Requisitions that are associated with purchase orders which have not yet been closed will be available to close.



Processing Results

Business Unit: 09000 **WorkBench ID:** REQ_RECON

Description: REQ CANCELLATION

Select Reqs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1-11 of 21	Last
Requisition ID	Log				
<input type="checkbox"/> 0900000001					
<input type="checkbox"/> 0900000004					
<input type="checkbox"/> 0900000012					
<input type="checkbox"/> 0900000014					
<input type="checkbox"/> 0900000018					
<input type="checkbox"/> 0900000019					
<input type="checkbox"/> 0900000022					
<input type="checkbox"/> 0900000024					
<input type="checkbox"/> 0900000028					
<input type="checkbox"/> 0900000038					
<input type="checkbox"/> 0900000039					

Qualified				View All	First	1-9 of 13	Last
Requisition ID	Line	Sched	Distrib Line				
0900000001	3						
0900000001	10						
0900000001	13						
0900000001	15						
0900000001	16						
0900000001	17						
0900000001	18						
0900000001	19						
0900000003							

[Select All](#) [Clear All](#)

Proceed: [Return to Requisition Workbench](#)

If the Requisition is Qualified, click . (If not qualified, go to page #55)

Continue to Close Reqs (10109,5)

To continue click . (The Requisition is now being closed).



Reconciliation Workbench

Business Unit: 09000 WorkBench ID: REQ_RECON

Description:

Select Reqs for Further Processing

List of Requisitions									
Requisition ID	Doc Status	Status	Hold	Budget Status	Reg Date	Last Activity	Name	Change Order	Lines
<input checked="" type="checkbox"/> 0900000001		Approved	N	Valid	11/03/2003	11/04/2003			
<input checked="" type="checkbox"/> 0900000003		Complete	N	Valid	12/22/2003	03/31/2008	Garry George	3	
<input checked="" type="checkbox"/> 0900000004		Approved	N	Valid	12/24/2003	06/04/2004	Riley Shaul		
<input checked="" type="checkbox"/> 0900000010		Complete	N	Valid	02/26/2004	03/31/2008	Robert Shepherd	6	
<input checked="" type="checkbox"/> 0900000012		Approved	N	Valid	03/01/2004	03/09/2004	Garry George		
<input checked="" type="checkbox"/> 0900000014		Approved	N	Valid	03/15/2004	03/15/2004	Robert Shepherd		
<input checked="" type="checkbox"/> 0900000018		Approved	N	Valid	04/23/2004	04/23/2004	Robert Shepherd		
<input checked="" type="checkbox"/> 0900000019		Approved	N	Valid	04/30/2004	04/30/2004	Garry George		
<input checked="" type="checkbox"/> 0900000022		Approved	N	Valid	06/04/2004	12/28/2005	Garry George		
<input checked="" type="checkbox"/> 0900000024		Approved	N	Valid	07/19/2004	08/04/2004	Riley Shaul		
<input checked="" type="checkbox"/> 0900000028		Approved	N	Valid	10/15/2004	10/11/2004	Garry George		

The status changed from Approved to Complete on the Requisitions that were qualified.

If the Request ion has an available Pre-encumbrance the Budget Status will change to not checked and will need to be budget checked.



Budget Check Requisition (s)

Navigation: Purchasing>Requisition>Budget Check

Requisition Budget Check

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input Run control and click .



Req Budget Check

Run Control ID: req_bud [Report Manager](#) [Process Monitor](#)

Process Request Find | View All First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

Request Number: 1
Description: budget check req

Process Options

*Business Unit: All
Req ID: All
Req Date: All
Actg Date: All
Requester ID: All
Origin: All
REQ Status: Some

Approved
 Complete
 Initial
 Pending
 Canceled
 Open

- **Description**-Input a description if needed
- **Process Frequency** = Always
- **Req Status** = Some
- **Select Complete Status.**

Click .



Process Scheduler Request

User ID: RMAXWELL Run Control ID: req_bud

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

- **Server = PSUNX**

Click .



Req Budget Check

Run Control ID: req_bud [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:5764132

Process Request Find | View All First 1 of 1 Last

Process Frequency + -

Once Request Number: 1
 Always 'Description: budget check req
 Don't Run

Process Options

'Business Unit: All
Req ID: All
Req Date: All
Actg Date: All
Requester ID: All
Origin: All
REQ Status: Some

Approved
 Complete
 Initial
 Pending
 Canceled
 Open

Click the [Process Monitor](#) link to review the budget checking process.



Process List [Server List](#)

View Process Request For

User ID: Type: Last:

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5764132		Application Engine	FS_BP	RMAXWELL	03/31/2008 12:39:55PM CDT	Processing	N/A	Details

[Go back to Requisition Budget Check](#)

[Process List](#) | [Server List](#)

Click to update the Run Status.

Process List [Server List](#)

View Process Request For

User ID: Type: Last:

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5764132		Application Engine	FS_BP	RMAXWELL	03/31/2008 12:39:55PM CDT	Warning	Posted	Details

[Go back to Requisition Budget Check](#)

[Process List](#) | [Server List](#)

Click [Details](#) Link.



Process Detail

Process

Instance: 5764132	Type: Application Engine
Name: FS_BP	Description: Comm. Cntrl. Budget Processor
Run Status: Warning	Distribution Status: Posted

Run	Update Process
Run Control ID: req_bud	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 03/31/2008 12:40:48PM CDT	Parameters Transfer
Run Anytime After: 03/31/2008 12:39:55PM CDT	Message Log View Locks
Began Process At: 03/31/2008 12:41:05PM CDT	Batch Timings
Ended Process At: 03/31/2008 12:43:50PM CDT	View Log/Trace

OK Cancel

Click [Message Log](#) Link.



Message Log

Process			
Instance:	5764132	Type:	Application Engine
Name:	FS_BP	Description:	Comm. Cntrl. Budget Processor
Customize Find View All First <input type="button" value="◀"/> 1-11 of 11 <input type="button" value="▶"/> Last			
Severity	Log Time	Message Text	Explain
10	12:41:06PM	Commitment Control Budget Processing has begun.	<input type="button" value="Explain"/>
10	12:41:06PM	Begin request number 1 for User ID "RMAXWELL" and Run Control ID "req_bud".	<input type="button" value="Explain"/>
10	12:43:45PM	Request 1 for "RMAXWELL" / "req_bud" completed successfully.	<input type="button" value="Explain"/>
10	12:43:45PM	Request 1 Statistics. Documents Processed: 8, Errors: 8, Warnings: 0	<input type="button" value="Explain"/>
10	12:43:45PM	Begin request number 2 for User ID "RMAXWELL" and Run Control ID "req_bud".	<input type="button" value="Explain"/>
10	12:43:45PM	No documents were selected to process for request number 2.	<input type="button" value="Explain"/>
10	12:43:45PM	Request 2 for "RMAXWELL" / "req_bud" completed successfully.	<input type="button" value="Explain"/>
10	12:43:45PM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	<input type="button" value="Explain"/>
10	12:43:45PM	Commitment Control Budget Processing Complete.	<input type="button" value="Explain"/>
	12:43:51PM	Published message with Transaction ID of 064be5a0-ff4a-11dc-ba21-acaab5 to request to have report added in folder GENERAL	<input type="button" value="Explain"/>

To identify the errors, run the Requisition Budget Checking Report.



Criteria for Closing Requisition

- Requisition must be closed first
- Requisition must have a valid budget checking status

Additional Notes

1. Do not close Requisition if you will need to use the Requisition again.
2. Closing the Requisition will remove it from the Maintain Requisition list.

Requisition Not qualified Messages

MESSAGE	DEFINITION	RESOLUTION	OVERRIDE
The Requisition is associated with a Purchase Order that has not been closed.	The requisition has been sourced/copied to a PO and the PO has not been closed.	<ul style="list-style-type: none"> • Close PO • Finale the PO to reduce pre-encumbrance • Process a change order to amount of PO. 	No
Cannot close line with unchecked or error budget line status	The requisition budget status is in a not checked or error status.	Fix the requisition if needed and budget check it.	No
Cannot unapprove a Req that has been Canceled.	The requisition has been canceled so it cannot be unapproved.	Once the Requisition has been canceled nothing can be done to it.	No
Cannot unapprove Requisition that has status of Pending Approval.	The requisition is in a Pending Approval status so it cannot be unapproved,	Since the requisition is in a pending approval status it has not been approved.	No
Can't unapprove a Req that has a status of Open.	The requisition is in an Open status so it cannot be unapproved.	Since the requisition is in an open status it has not been approved.	No
Cannot use Workbench to approve Pending Approval Requisitions when Approval Workflow enabled.	Cannot use the Reconciliation workbench to approve requisition when workflow is enabled.	Must use workflow to approve requisitions	No



CLOSE PURCHASE ORDER THROUGH WORKBENCH

Overview

The Purchase Order, (PO) **must** be closed before the Requisition. This is new in 8.9.

Closing the PO will complete the PO process and release available encumbrances. Once a PO has been closed it cannot be opened again. **[DO NOT CLOSE A PURCHASE ORDER IF YOU EVER INTEND TO USE IT AGAIN].**

If the PO is associated with a Requisition and is not finalized, any available encumbrance will be reinstated on the Requisition (pre-encumbrance). This is not a problem, as long as you intend to close the Requisition. If for some reason you are not going to close the Requisition then Final the Purchase Order.

The PO status will change to complete, line status will change to complete and the budget status will change to not checked. The benefit of this status change is that completed purchase orders no longer appear in your list of available purchase orders when you access purchase order pages in update and display mode. These completed purchase orders are also removed from the view in many of the other situations in which the available options have been set to exclude completed or canceled purchase orders. Removing these purchase orders improves system performance and decreases the time required to find purchase orders that you need to modify.

Prior to closing a PO, the PO Accounting Page should be reconciled to the PO Activity Page. This will help ensure that all vouchers associated with the PO have been budget checked and matched. However, this action will not identify outstanding invoices that have not been entered into People Soft.



Close a Single Purchase Order

Navigation: Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench

Reconciliation WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Business Unit: [=]

WorkBench ID: [begins with]

Description: [begins with]

Case Sensitive

[Basic Search](#)

Input the BU, Workbench ID and click . If it is the first time the user has run this process, a Run Control ID must be created.



Filter Option Page

Reconciliation WorkBench

Filter Options

Business Unit: 09000 **WorkBench ID:** WORKBENCH
Description: workbench

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: **To:**

PO Date: **To:**

Activity Date: **To:**

Due Date: **To:**

Request BU: **Requisition ID:**

Vendor ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID:

GPO Contract:

Status

Open Approved Dispatched Cancelled Pending Appr

Receiving

Recv Reqd

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Match



matching

Required Not Required
 All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper
<input type="text"/>										

[Return to Reconciliation WorkBench](#)

Above is the Filter Option Page. This page allows the user to enter selection criteria for the PO to display on the Purchase Order Reconciliation Workbench Page. One PO can be selected by inputting the PO number in the PO ID fields.

Input the selection criteria.



Filter Option Definitions

- **Purchase Order ID-** Range or Purchase Orders to close
- **PO Date-** Date on the Purchase Order
- **Activity Date-** The system updates this date on the purchase order when you create a change order and save your work, and also when you cancel a purchase order through the PO Workbench page.
- **Due Date-** Date product is due
- **Requested BU-** Business Unit on the Purchase Order
- **Requisition ID-** Requisition number Purchase Order was created from.
- **Vendor ID-** Vendor on the Purchase Order
- **Item ID-** Item ID on the Purchase Order
- **Buyer-** Select the buyer you want to filter the purchase orders by.
- **Contract SetID-** 00000
- **Contract ID-** Contract the Purchase Order was created from
- **Release Number-** Release number against the contract
- **GPO ID-** Select a group purchasing organization ID.
- **GPO Contract-** Select a group purchasing organization contract number
- **Status-** Purchase Order Status
- **Receiving-** Receiving selection made on the Purchase Order.
- **Matching-** Match status on the Purchase Order
- **Open Encumbrances-** **Click** the Open Encumbrances check box to search for purchase orders with open encumbrances
- **Chartfields-** You can enter multiple ChartField combinations as search criteria

Once you have selected your criteria, click located in the bottom left hand corner of the page.



Reconciliation Workbench

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH
 'Description: workbench

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="radio"/> 0909000001		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich (090)	No Match	20		

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

To select the individual PO to be closed, click the “Radio Box” located to the left of the Purchase Order.

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH
 'Description: workbench

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="radio"/> 0909000001		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich (090)	No Match	20		

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)



Reconciliation Definitions

- **Approve-** Not available. Requisition must be approved in workflow.
- **Un-Approve-** **Click** this button to change the status of the selected purchase orders to *Open*
- **Cancel-** Cancels the selected purchase orders. When you cancel a purchase order that is in a Dispatched status, the status changes to *Pend Cncl* (pending cancel).
- **Close-** Closes the selected purchase orders to further processing
- **Dispatch-** Dispatches the selected purchase orders, including all lines on the purchase order. Only purchase orders with approved or pending cancel statuses can be dispatched. If commitment control is enabled, the purchase order must also have a valid budget check status before it can be dispatched.
- **Preview-** Previews the selected purchase orders
- **Process Request Options-** **Click** this link to access the Reconciliation Workbench - Process Request Options page. Use this page to define process request options for use by the dispatch process.



Update Purchase Order-Maintain POs

Reconciliation WorkBench
 Business Unit: 09000 WorkBench ID: WORKBENCH
 Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First 1 of 1 Last

Detail **Other**

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000001		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich (090)	No Match	20		

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click **Other** Tab.

Reconciliation WorkBench
 Business Unit: 09000 WorkBench ID: WORKBENCH
 Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First 1 of 1 Last

Detail **Other**

Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 0909000001		Dispatched	N		Not Recvd	None	Valid	Valid	Valid		

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

To close the PO, the Budget Status and Document Tolerance Status must equal valid. To review the Purchase Order activity, **click** "Activity Summary" Icon



Edit the PO

Go to Maintain POs by clicking the “Edit the PO” Icon . (This will pull up a new window.)

Maintain Purchase Order

Purchase Order

Unit: 09000 PO Status: Dispatched

PO ID: 0909000001 Budget Status: Valid

Change Order: 20 POA Status: [POA Status](#)

Copy From: Hold From Further Processing

Header

*PO Date: 11/18/2003 Vendor Search Doc Tol Status: Valid

Vendor: AO-001 [Vendor Details](#) Backorder Status: None [Create BackOrder](#)

*Vendor ID: 0000001100 AUTHORITY ORDER VENDOR Receipt Status: Not Recvd

*Buyer: JBRATKOVICH Jim Bratkovich (090) *Dispatch Method: Print [Dispatch](#)

PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 139000.00

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 139000.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines [Customize](#) | [Find](#) | [View](#)

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Price
1		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	5,550.00000
2		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	7,500.00000
3		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	4,800.00000
4		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	2,000.00000
5		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	29,200.00000
6		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	3,200.00000
7		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	4,700.00000
8		<input type="checkbox"/>	<input type="text"/>	Authority Order		1.0000	SUM	099915	2,000.00000

From this screen, the PO can be reviewed. Click “[PO Activities](#)” link.

Maintain Purchase Order

Purchase Order Activities

Unit: 09000 PO ID: 0909000001 Vendor: AO-001 Change Order: 20

Contract Activities [Customize](#) | [Find](#) | First 1 of 1 Last

Done	Due Date	SeqNum	Comments
1 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[OK](#) [Cancel](#) [Refresh](#)



Input the Date and Comment.

Maintain Purchase Order

Purchase Order Activities

Unit: 09000 PO ID: 0909000001 Vendor: AO-001 Change Order: 20

Contract Activities Customize | Find | First 1 of 1 Last

Done	'Due Date	SeqNum	'Comments
1 <input type="checkbox"/>	01/09/2008		Close PO to complete the process -RKM

OK Cancel Refresh

Click **OK**.

Maintain Purchase Order

Purchase Order

Unit: 09000 PO Status: Dispatched
 PO ID: 0909000001 Budget Status: Valid
 Change Order: 20 POA Status: [POA Status](#)
 Copy From: Hold From Further Processing

Header

'PO Date: 11/18/2003 Vendor Search Doc Tol Status: Valid
 Vendor: AO-001 Vendor Details Backorder Status: None [Create BackOrder](#)
 'Vendor ID: 0000001100 AUTHORITY ORDER VENDOR Receipt Status: Not Recvd
 'Buyer: JBRATKOVICH Jim Bratkovich (090) 'Dispatch Method: Print [Dispatch](#)
 PO Reference:

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Amount Summary

Merchandise: 139000.00
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 139000.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: [Retrieve](#)

Lines Customize | Fin

Line	Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM Category	Price
1		<input type="checkbox"/>		Authority Order		1.0000	SUM	5,550.00000
2		<input type="checkbox"/>		Authority Order		1.0000	SUM	7,500.00000
3		<input type="checkbox"/>		Authority Order		1.0000	SUM	4,800.00000
4		<input type="checkbox"/>		Authority Order		1.0000	SUM	2,000.00000
5		<input type="checkbox"/>		Authority Order		1.0000	SUM	29,200.00000
6		<input type="checkbox"/>		Authority Order		1.0000	SUM	3,200.00000
7		<input type="checkbox"/>		Authority Order		1.0000	SUM	4,700.00000

Click **Save** in the bottom left hand corner. Close the new Window by clicking the X in the top right corner.



Close the Purchase Order

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders [Customize](#) | [Find](#) | [View All](#) | [Download](#) First Last

Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 0909000001		Dispatched	N		Not Recvd	None	Valid	Valid	Valid		

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click .



Reconciliation WorkBench

Processing Results

Business Unit: 09000 WorkBench ID: WORKBENCH

Description: workbench

Select POs for Further Processing

Accounting Date for Action: 01/09/2008

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
PO ID	Log				
<input type="checkbox"/>					

Qualified				View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib	Line			
0909000001							

Select All Clear All

Proceed Yes Delete Return to Reconciliation WorkBench

Notify

If the PO is Qualified, click Yes . (If not qualified, go to page 55 of this manual).

Continue to Close POs. (10224,10)

Yes No

To continue click Yes . (The PO is now being closed.)



Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders											
Customize Find View All Download First 1 of 1 Last											
Detail Other											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000001		Compl	N	11/18/2003	01/09/2008	0000001100	Jim Bratkovich (090)	No Match	20		

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

The status changed from Dispatched to Complete. Click Tab.



Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders											
Customize Find View All Download First 1 of 1 Last											
Detail	Other										
Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 0909000001		Compl	N		Not Recvd	None	Valid	Valid	Valid		

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

If the PO has an available encumbrance the Budget Status will change to not checked. If you **click** "Edit the PO" icon you will get "No Matching Values Found". Once the PO has been closed, the PO will no longer be available from the Maintain Purchase Order Page.



Close a Multiple Purchase Orders-Canceled POs

Navigation: Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench

Reconciliation WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Business Unit: [=]

WorkBench ID: [begins with]

Description: [begins with]

Case Sensitive

[Basic Search](#)

Input your BU, Workbench ID and click **Search** . If it is the first time the user has run this process, a Run Control ID must be created.



Filter Option Page

Reconciliation WorkBench

Filter Options

Business Unit: 09000 **WorkBench ID:** WORKBENCH
Description: workbench

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: **To:**

PO Date: **To:**

Activity Date: **To:**

Due Date: **To:**

Request BU: **Requisition ID:**

Vendor ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID:

GPO Contract:

Status

Open Approved Dispatched Cancelled Pending Appr

Receiving

Recv Reqd

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Match



matching

Required Not Required
 All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper
<input type="text"/>										

[Return to Reconciliation WorkBench](#)

Above is the Filter Option Page. This page allows the user to enter selection criteria for the PO to display on the Purchase Order Reconciliation Workbench Page. One PO can be selected by inputting the PO number in the PO ID fields, or multiple PO(s) can be selected by using other fields such as PO status, Matching status, Receiving status, etc...

Input the selection criteria and click .



In this example all Canceled POs will be closed, **click the “Cancelled” radio box located in the “Status” section and click on the “All” radio button located in the “Receiving” section. NOTE:** Be sure to clear unwanted criteria.

Reconciliation WorkBench

Filter Options

Business Unit: 09000 **WorkBench ID:** WORKBENCH
Description: workbench

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: **To:**

PO Date: **To:**

Activity Date: **To:**

Due Date: **To:**

Request BU: **Requisition ID:**

Vendor ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID:

GPO Contract:

Status

Open Approved Dispatched **Cancelled** Pending Appr

Receiving

RecyReqd Receiving is Optional

All Not Received Partially Received Fully Received

Matching



Reconciliation WorkBench

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | **View All** | Download First 1-10 of 43 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0909000599		Canceled	N	12/20/2004	12/21/2004	0000068164	Jan Hall	Standard			
<input type="checkbox"/> 0909001328		Canceled	N	05/31/2006	06/01/2006	0000068674	Jan Hall	Standard			
<input type="checkbox"/> 0909001561		Canceled	N	09/05/2006	09/05/2006	0000068426	Jan Hall	Standard			
<input type="checkbox"/> 0909001672		Canceled	N	11/06/2006	11/06/2006	0000054124	Jan Hall	Standard			
<input type="checkbox"/> 0909001866		Canceled	N	02/23/2007	02/23/2007	0000000001	Alana Owen	Standard			
<input type="checkbox"/> 0909001956		Canceled	N	04/09/2007	04/09/2007	0000017526	Colby Kruse	Standard			
<input type="checkbox"/> 0909002336		Canceled	N	10/15/2007	10/15/2007	0000203988	Alana Owen	Standard			
<input type="checkbox"/> X010726		Canceled	N	07/21/2000	06/04/2004	0000075287	Georgia Lynn (580)	Standard			
<input type="checkbox"/> 0909000272		Canceled	N	05/12/2004	05/17/2004	0000064215	Garry George	Standard			
<input type="checkbox"/> 0909000289		Canceled	N	05/18/2004	05/18/2004	0000075042	Robert Shepherd	Standard			

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Select the [View All](#) hyperlink to view all the Purchase Orders selected. (Notice the PO status is "Canceled").

To select individual PO(s) to be closed, click Radio Box located to the left of the PO or to select all PO(s) click [Select All](#) located in the bottom left hand corner (All 43 PO(s) will be selected).

In this example [Select All](#) was clicked.



Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First 1-10 of 43 Last

Detail		Other											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines		
<input checked="" type="checkbox"/> 0909000599		Canceled	N	12/20/2004	12/21/2004	0000068164	Jan Hall	Standard					
<input checked="" type="checkbox"/> 0909001328		Canceled	N	05/31/2006	06/01/2006	0000068674	Jan Hall	Standard					
<input checked="" type="checkbox"/> 0909001561		Canceled	N	09/05/2006	09/05/2006	0000068426	Jan Hall	Standard					
<input checked="" type="checkbox"/> 0909001672		Canceled	N	11/06/2006	11/06/2006	0000054124	Jan Hall	Standard					
<input checked="" type="checkbox"/> 0909001866		Canceled	N	02/23/2007	02/23/2007	0000000001	Alana Owen	Standard					
<input checked="" type="checkbox"/> 0909001956		Canceled	N	04/09/2007	04/09/2007	0000017526	Colby Kruse	Standard					
<input checked="" type="checkbox"/> 0909002336		Canceled	N	10/15/2007	10/15/2007	0000203988	Alana Owen	Standard					
<input checked="" type="checkbox"/> X010726		Canceled	N	07/21/2000	06/04/2004	0000075287	Georgia Lynn (580)	Standard					
<input checked="" type="checkbox"/> 0909000272		Canceled	N	05/12/2004	05/17/2004	0000064215	Garry George	Standard					
<input checked="" type="checkbox"/> 0909000289		Canceled	N	05/18/2004	05/18/2004	0000075042	Robert Shepherd	Standard					

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

NOTE: All 43 PO(s) have been selected for closing.

Click .



Reconciliation WorkBench

Processing Results

Business Unit: 09000 WorkBench ID: WORKBENCH

Description: workbench

Select POs for Further Processing

Accounting Date for Action: 01/09/2008

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
PO ID	Log				
<input type="checkbox"/>					

Qualified				View All	First	1-9 of 43	Last
PO ID	Line	Sched	Distrib	Line			
090%							
0909000046							
0909000056							
0909000057							
0909000125							
0909000154							
0909000272							
0909000278							
0909000289							

Select All Clear All

Proceed: Yes Delete Return to Reconciliation WorkBench

Notify

If the entire PO is Qualified, click Yes . NOTE: If not qualified, go to page 55 of this manual.

Continue to Close POs. (10224,10)

Yes No

To continue click Yes . NOTE: The PO is now being closed.



Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First 1-10 of 43 Last

Detail		Other		[...]							
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000599		Compl	N	12/20/2004	01/09/2008	0000068164	Jan Hall	Standard			
<input checked="" type="checkbox"/> 0909001328		Compl	N	05/31/2006	01/09/2008	0000068674	Jan Hall	Standard			
<input checked="" type="checkbox"/> 0909001561		Compl	N	09/05/2006	01/09/2008	0000068426	Jan Hall	Standard			
<input checked="" type="checkbox"/> 0909001672		Compl	N	11/06/2006	01/09/2008	0000054124	Jan Hall	Standard			
<input checked="" type="checkbox"/> 0909001866		Compl	N	02/23/2007	01/09/2008	0000000001	Alana Owen	Standard			
<input checked="" type="checkbox"/> 0909001956		Compl	N	04/09/2007	01/09/2008	0000017526	Colby Kruse	Standard			
<input checked="" type="checkbox"/> 0909002336		Compl	N	10/15/2007	01/09/2008	0000203988	Alana Owen	Standard			
<input checked="" type="checkbox"/> X010726		Compl	N	07/21/2000	01/09/2008	0000075287	Georgia Lynn (580)	Standard			
<input checked="" type="checkbox"/> 0909000272		Compl	N	05/12/2004	01/09/2008	0000064215	Garry George	Standard			
<input checked="" type="checkbox"/> 0909000289		Compl	N	05/18/2004	01/09/2008	0000075042	Robert Shepherd	Standard			

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

The status changed from canceled to Complete. Click Tab.



Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders											
Customize Find View All Download First 1-10 of 43 Last											
Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 0909000599		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909001328		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909001561		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909001672		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909001866		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909001956		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909002336		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> X010726		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000272		Compl	N		Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 0909000289		Compl	N		Not Recvd	None	Valid	Valid	Valid		

Select All Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

The Budget Status and Document Tolerance Status did not change to “Not checked” because the PO(s) already had a zero encumbrance balance. Budget checking will not need to be completed.



STEPS TO CLOSE A PURCHASE ORDER:

1. Reconcile the PO Activity page to the PO Accounting Page.
2. The PO Status must be "Dispatched" or "Cancelled".
3. The Budget Status must be "Valid".
4. The Document Tolerance Status must be "Valid".

If the PO does meet any of the above criteria, de-select the radio button located to the left of the Purchase Order line. This action will clear the check mark.



REVIEW PURCHASE ORDER

Document Status

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH
 Description:

Select POs for Further Processing

List of Purchase Orders											
Customize Find View All Download First <input type="text" value="1 of 1"/> Last											
Detail Other											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000001		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich (090)	No Match	20		

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

To review the PO's associated documents, click Document Status Icon located to the left of the PO. A new window will display containing all documents associated with the PO.



PO Document Status

Business Unit: 09000 **PO ID:** [0909000001](#) **Status:** Dispatched
Document Date: 11/18/2003 **Document Type:** Purchase Order **Budget Status:** Valid
Currency: USD **Amount:** 139,000.00
Buyer: Jim Bratkovich (090)

Associated Document [Customize](#) | [Find](#) | [View 100](#) First 1-6 of 723 Last

SetID	Business Unit	00000755	Document Type	Status	Document Date	Vendor ID	Location	
09000	00000755	Voucher	Posted	01/15/2004	0000072429	0001		
09000	00000758	Voucher	Posted	01/08/2004	0000010185	0001		
09000	00001238	Voucher	Posted	03/18/2004	0000056753	0001		
09000	00001247	Voucher	Posted	03/06/2004	0000010498	0001		
09000	00001436	Voucher	Posted	03/29/2004	0000000467	0001		
09000	00002062	Voucher	Posted	06/12/2004	0000010498	0001		

[Return to Search](#)

- Click [View 100](#) to view 100 documents at a time.
- To download this data, **click** “Download” Icon .
- To review the documents associated with the Purchase Order, **click** “Document Status” Icon located to the right of the document line.

Voucher Document Status

Business Unit: 09000 **Voucher ID:** [00000755](#) **Document Type:** Voucher
Invoice ID: 40681 **Invoice Date:** 01/15/2004 **Document Tolerance Status:** Valid
Gross Amount: 70.00 USD **Approval Status:** Approved **Budget Status:** Valid
Vendor ID: 0000072429 **Location:** 0001 TECH LOCK-002 **Match Status:** No Match

Associated Document [Customize](#) | [Find](#) | [View All](#) First 1-2 of 2 Last

SetID	Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
46700		0000182199	Payment	Posted	01/29/2004	0000072429	0001	
09000		0909000001	PO	Dispatched	11/18/2003	0000001100	0001	

[Return to Search](#) [Refresh](#)

From this page you can review additional information using the [DOC ID](#) Link.
To close, click the X in the top right hand corner.



Review PO Lines

Reconciliation WorkBench

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

List of Purchase Orders											
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 0909000001		Dispatched	N	11/18/2003	07/19/2004	0000001100	Jim Bratkovich (090)	No Match	20		

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

To review the PO lines click “Lines” Icon located to the right of the PO.



Reconciliation WorkBench

Purchase Order Lines

Business Unit: 09000 **WorkBench ID:** WORKBENCH
Description: workbench
PO Number: 0909000001

Select POs for Further Processing

List of Purchase Order Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-8 of 16 | [Last](#)

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFO ID	RFO Line
<input checked="" type="checkbox"/> 1	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 2	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 3	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 4	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 5	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 6	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 7	Active		Authority Order	17196	N		
<input checked="" type="checkbox"/> 8	Active		Authority Order	17196	N		

[Select All](#) [Clear All](#)

[Return to Reconciliation WorkBench](#)

Be sure to click [View All](#) to review all PO lines.



Review PO Schedules

Select the hyperlink number located under the line heading. This will open the Schedule Page as seen on the page below. From here you can go to the Receiver or Maintain Distribution.

Reconciliation WorkBench

Purchase Order Schedules

Business Unit: 09000 WorkBench ID: WORKBENCH
 Description: workbench
 PO Number: 0909000001
 Line: 1

Select POs for Further Processing

List of Purchase Order Schedules								
Sched	Status	Due Date	PO Qty	Close PO Under Percent Tol	Receiving	Amount	Currency	Maintain Distributions
<input checked="" type="checkbox"/> 1	Active	11/18/2003	1.0000			5550.00	USD	

[Select All](#) [Clear All](#)

[Return to Purchase Order Lines](#)

To review receivers **click** “Receiving” Icon . To go to “Maintain Distribution” **click** “Maintain Distribution” Icon. .

Click “More Details’ Tab.



Reconciliation WorkBench

Purchase Order Schedules

Business Unit: 09000 WorkBench ID: WORKBENCH
Description: workbench
PO Number: 0909000001
Line: 1

Select POs for Further Processing

List of Purchase Order Schedules table with columns: Sched Status, Base Amount, Base Currency, Matching, Match Status PO. Row 1: Active, 5550.00 USD, No Match, Unmatched.

Select All Clear All

Return to Purchase Order Lines

Notify

NOTE: The Match Status; if matching is required, the Purchase Order must be fully matched or an exception will be received.



Review PO Distributions

Select the number hyperlink located under the “Schedule Heading”. This link will open the Distribution Page as seen on the next page.

Reconciliation WorkBench

Purchase Order Distributions

Business Unit: 09000 WorkBench ID: WORKBENCH
 Description: workbench
 PO Number: 0909000001
 Line: 1 Sched: 1

Select POs for Further Processing

List of Purchase Order Distributions

Distributions [More Details](#) [Requisition](#) [\[...\]](#)

Dist	Status	PO Qty	Amount	Currency	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1	Open		5550.00	USD	09000	601100		1000	19401	1000085	04	

[Select All](#) [Clear All](#)

[Return to Purchase Order Schedules](#)

Select the [Return to Purchase Order Schedules](#) hyperlink to return to the schedule page.



Reconciliation WorkBench

Purchase Order Schedules

Business Unit: 09000 WorkBench ID: WORKBENCH
Description: workbench
PO Number: 0909000001
Line: 1

Select POs for Further Processing

List of Purchase Order Schedules								Customize	Find	View All	First	1 of 1	Last
Sched	Status	Due Date	PO Qty	Close PO Under Percent Tol	Receiving	Amount	Currency	Maintain Distributions					
<input checked="" type="checkbox"/> 1	Active	11/18/2003	1.0000			5550.00	USD						

[Select All](#) [Clear All](#)

[Return to Purchase Order Lines](#)

[Notify](#)

Select the [Return to Purchase Order Lines](#) hyperchlink to return to the Purchase Order Line page.



Reconciliation WorkBench

Purchase Order Lines

Business Unit: 09000 WorkBench ID: WORKBENCH
Description: workbench
PO Number: 0909000001

Select POs for Further Processing

List of Purchase Order Lines

Table with columns: Line, Status, Item ID, Description, Category ID, Recv Reqd, RFQ ID, RFQ Line. Contains 8 rows of Authority Order data.

Select All Clear All

Return to Reconciliation WorkBench

Notify

Select the Return to Reconciliation WorkBench hyperlink to return to the PO WorkBench page.



REVIEW PO RESULTS

Review the Not Qualified PO.

Reconciliation WorkBench

Processing Results

Business Unit: 09000 **WorkBench ID:** WORKBENCH

Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
PO ID	Log				
<input type="checkbox"/> 0909000003					

Qualified				View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line				

[Select All](#) [Clear All](#)

Proceed: [Return to Reconciliation WorkBench](#)

This page is the Results section. There is a Not Qualified and a Qualified section. The Not Qualified section is a list of PO's that are not eligible to be closed. The Qualified section is a list of POs to be closed.

Click Exception Log Icon .



Reconciliation WorkBench

Purchase Order Logs

Business Unit: 09000 **WorkBench ID:** WORKBENCH
Description:
PO Number: 0909000003

Log View All |

<u>Line</u>	<u>Sched</u>	<u>Dist</u>	<u>Message Text</u>
1	1		POs with Receiving Required On though not received.
2	1		POs with Receiving Required On though not received.
3	1		POs with Receiving Required On though not received.
4	1		POs with Receiving Required On though not received.

[Return](#)

Determine if the message has any barring as to whether the PO should be closed.

Click [Return](#) .



Override Not Qualified PO

Reconciliation WorkBench

Processing Results

Business Unit: 09000 **WorkBench ID:** WORKBENCH

Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
PO ID	Log				
<input type="radio"/> 0909000003					

Qualified				View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib	Line			

[Select All](#) [Clear All](#)

Proceed: [Return to Reconciliation WorkBench](#)

The PO can be moved from the "Not Qualified" column to "Qualified" column by **clicking** the empty radio button located to the left of the PO number and then the button.



Reconciliation WorkBench

Processing Results

Business Unit: 09000 WorkBench ID: WORKBENCH

Description:

Select POs for Further Processing

Accounting Date for Action:

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1 of 1	Last
PO ID	Log				
<input type="checkbox"/>					

Qualified				View All	First	1 of 1	Last
PO ID	Line	Sched	Distrib Line				
0909000003							

[Select All](#) [Clear All](#)

Proceed: [Return to Reconciliation WorkBench](#)

See page 33 of this manual to continue Closing PO.



DELETE QUALIFIED PO

Reconciliation WorkBench

Processing Results

Business Unit: 09000 **WorkBench ID:** WORKBENCH

Description:

Select POs for Further Processing

Accounting Date for Action:

Not Qualified		View All	
PO ID	Log		
<input type="checkbox"/> 0909000003			
<input type="checkbox"/> 0909000006			
<input type="checkbox"/> 0909000014			
<input type="checkbox"/> 0909000015			
<input type="checkbox"/> 0909000027			
<input type="checkbox"/> 0909000041			
<input type="checkbox"/> 0909000065			

[Select All](#) [Clear All](#)

Proceed: [Return to Reconciliation WorkBench](#)

Qualified				Find	View All	Download	1-9 of 73
PO ID	Line	Sched	Distrib Line				
0909000008							
0909000010							
0909000012							
0909000013							
0909000016							
0909000017							
0909000018							
0909000019							
0909000020							

The user can delete a Qualified Purchase Order by **selecting** the icon located to the right of the Purchase Order number.



BUDGET CHECK CLOSED PO

The PO budget checking process is run at Noon and in the evening. If the user does not want to wait for the PO to budget check during those times, the PO can budget check from the Batch Budget Check process page.

Navigation: Purchasing>Purchase Orders>Budget check

Input the Run Control ID and select .

Budget Check Request

Run Control ID: PO_BUDGET_CHECK [Report Manager](#) [Process Monitor](#)

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once

Always

Don't Run

Request Number: 1

Description: BUDGET CHECK PO

Process Options

'Business Unit: All

PO ID: All

PO Date: All

Actg Date: All

PO Type: All

Buyer ID: All

Origin: All

PO Status: All

Mid Roll Status: All

- **Select** Process Frequency of “Always, by **click** on the “Radio Box” located to the left.
- **Input** a description.
- **Select** a **value** for the Business Unit option.
 - **Input** Business Unit ID
- **Select Some** for the PO Status.
 - **Click** arrow key located to the right.
 - **Click Complete** radio box located to the left.



Budget Check Request

Run Control ID: PO_BUDGET_CHECK [Report Manager](#) [Process Monitor](#) Run

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency + -

Once
 Always
 Don't Run

Request Number: 1
Description: BUDGET CHECK PO

Process Options

'Business Unit: Value Business Unit: 09000

PO ID: All
PO Date: All
Actg Date: All
PO Type: All
Buyer ID: All
Origin: All
PO Status: Some
Mid Roll Status: All

Approved Dispatched Open
 Complete Initial
 Canceled Pending Approval Pending Cancel

Save Return to Search Previous in List Next in List Notify

Click Run .



Process Scheduler Request

User ID: RMAXWELL Run Control ID: PO_BUDGET_CHECK

Server Name: **PSUNX** Run Date: 01/10/2008

Recurrence: Run Time: 11:18:35AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Server Name: PSUNX

Select [OK](#) . NOTE: Any encumbrance balance on the Closed PO will be returned to your budget.

Budget Check Request

Run Control ID: PO_BUDGET_CHECK [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4682359

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once

Always

Don't Run

Request Number: 1

Description: BUDGET CHECK PO

Process Options

'Business Unit: Value Business Unit: 09000

PO ID: All

PO Date: All

Actg Date: All

PO Type: All

Buyer ID: All

Origin: All

PO Status: Some

Mid Roll Status: All

Approved Dispatched Open

Complete Initial

Canceled Pending Approval Pending Cancel

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Select [Process Monitor](#) link to review the process.



Process List | Server List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4682359		Application Engine	FS_BP	RMAXWELL	01/10/2008 11:18:35AM CST	Success	Posted	Details
<input type="checkbox"/>	4682240		PSJob	PODISP	RMAXWELL	12/28/2007 11:50:07AM CST	Success	Posted	Details
<input type="checkbox"/>	4682239		Application Engine	FS_BP	RMAXWELL	12/28/2007 11:48:33AM CST	Success	Posted	Details
<input type="checkbox"/>	4682236		PSJob	PODISP	RMAXWELL	12/28/2007 11:45:03AM CST	Success	Posted	Details
<input type="checkbox"/>	4682235		Application Engine	FS_BP	RMAXWELL	12/28/2007 11:43:35AM CST	Success	Posted	Details

[Go back to PO Budget Check Request](#)

[Process List](#) | [Server List](#)

When the job is complete, click [Details](#) Link.



Process Detail

Process	
Instance: 4682359	Type: Application Engine
Name: FS_BP	Description: Comm. Cntrl. Budget Processor
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: PO_BUDGET_CHECK	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/10/2008 11:22:56AM CST	Parameters Transfer
Run Anytime After: 01/10/2008 11:18:35AM CST	Message Log View Locks
Began Process At: 01/10/2008 11:23:07AM CST	Batch Timings
Ended Process At: 01/10/2008 11:23:22AM CST	View Log/Trace

Click [Message Log](#) link.



Message Log

Process

Instance: 4682359 **Type:** Application Engine
Name: FS_BP **Description:** Comm. Cntrl. Budget Processor

[Customize](#) | [Find](#) | [View All](#) | First 1-12 of 12 Last

Severity	Log Time	Message Text	Explain
10	11:23:07AM	Commitment Control Budget Processing has begun.	Explain
10	11:23:07AM	Begin request number 1 for User ID "RMAXWELL" and Run Control ID "PO_BUDGET_CHECK".	Explain
10	11:23:07AM	No documents were selected to process for request number 1.	Explain
10	11:23:08AM	Request 1 for "RMAXWELL" / "PO_BUDGET_CHECK" completed successfully.	Explain
10	11:23:08AM	Request 1 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	11:23:08AM	Begin request number 2 for User ID "RMAXWELL" and Run Control ID "PO_BUDGET_CHECK".	Explain
10	11:23:08AM	No documents were selected to process for request number 2.	Explain
10	11:23:08AM	Request 2 for "RMAXWELL" / "PO_BUDGET_CHECK" completed successfully.	Explain
10	11:23:08AM	Request 2 Statistics. Documents Processed: 0, Errors: 0, Warnings: 0	Explain
10	11:23:08AM	Commitment Control Budget Processing Complete.	Explain
	11:23:22AM	Published message with Transaction ID of beaef4f0-bfa0-11dc-ad1b-c3bf8b to request to have report added in folder GENERAL	Explain
	11:23:22AM	Successfully posted generated files to the report repository	Explain

[Return](#)



CRITERIA FOR CLOSING PO

APPENDIX A

1. All vouchers associated with the PO must be posted.
2. The PO must be fully matched.
3. Fully Matched means:
 - a) The quantity ordered for each line on the PO is equal to the total quantity received and matched.
 - b) The quantity ordered is within the specified Close PO Under Quantity Percent Tolerance.
 - c) The PO is distributed by quantity and all quantities have been matched.
 - d) The PO is distributed by amount and the extended dollar amount has all been matched.
 - e) If a line item has been canceled and all other lines are fully matched, the Matching Hyperlink on the PO header will never update to Fully Matched but the PO will be eligible to close.
4. If the PO is set up as No Match but Receiving is required, the receiving must either be turned off or the product must be received.



Purchase Orders Not qualified Messages

MESSAGE	DEFINITION	RESOLUTION	OVERRIDE
The PO Line is tied to an active Voucher; therefore it may not be closed.	There is a voucher that has not been posted. Therefore it may not be matched or budget checked.	The voucher needs to be fully processed. (Budget check, matched and posted and if possible paid.)	No
POs with Receiving Required On though not received	The PO is usually an AO set up as No Match but the PO was set up as Receiving Required. Receiving was not done. When the voucher was created it was not required to go through matching so the voucher did not fail match.	You can either process a receiver or turn receiving off. We prefer agencies begin using the receiving.	Yes
The Purchase Order may not be closed because it has not been fully Matched.	1. The PO was not fully received and/or paid and will not be. 2. The PO will not fully match because the "Distribute By" selection (PO distribution page) was not fully utilized. If the "Distribute By" is AMOUNT then you must fully match on amount. If the "Distribute By" is QUANTITY then you must fully match on quantity.	If you are sure you will not be using this PO again then you can override the criteria. If you are not sure then you need to process a change order On #1 you may want to process a Change Order. On #2, if you have received all your quantities and the PO will not fully match it is probably because it is "Distributed By" AMOUNT and you have not fully utilized all of the PO line item(s) amount. You may want to override the criteria.	Yes
The Purchase Order's Activity Date is greater than the Calculate PO Close Date.			Yes
Cannot close PO with unchecked or error budget status on header.	The PO is in an error status.	The PO is in an error status and must be fixed before the system will close it.	No, if it is in an error status.



CLOSE A PURCHASE ORDER LINE

Purchasing>Purchase Order>Reconcile POs>Reconciliation Workbench

Reconciliation WorkBench
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Business Unit: [=] 58000

WorkBench ID: begins with

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Input your BU, Workbench ID and click Search. If it is the first time the user has run this process, a Run Control ID must be created.

Reconciliation WorkBench

Filter Options

Business Unit: 58000 WorkBench ID: RECON
 Description: RECON

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: 5809001024 To: 5809001024

PO Date: To:

Activity Date: To:

Due Date: To:

Request BU: Requisition ID:

Vendor ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:



Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID:

GPO Contract:

Status

Open Approved Dispatched Cancelled Pending Appr

Receiving

Recv Reqd

All Not Received Partially Received Fully Received

Matching

Required Not Required

All None Partial Match Fully Matched

Encumbrance

Open Encumbrances

ChartFields

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
<input type="text"/>						

[Return to Reconciliation WorkBench](#)

Input the selection criteria and click .



Reconciliation WorkBench

Business Unit: 58000 **WorkBench ID:** RECON

Description:

Select POs for Further Processing

List of Purchase Orders [Customize](#) | [Find](#) | [View](#)

Detail **Other**

<u>Purchase Order</u>	<u>Doc Status</u>	<u>PO Status</u>	<u>Hold</u>	<u>PO Date</u>	<u>Last Activity</u>	<u>Vendor ID</u>	<u>Buyer</u>
<input checked="" type="checkbox"/> 5809001024		Dispatched	N	05/23/2004	07/20/2004	0000056794	Carol Morr (580)

[Select All](#) [Clear All](#)

Action:

Click the Radio box located to the left of the Purchase Order number and scroll right.

orkBench

WorkBench ID: RECON

Processing

[Customize](#) | [Find](#) | [View All](#) | [Download](#) First Last

Detail

<u>PO Status</u>	<u>Hold</u>	<u>PO Date</u>	<u>Last Activity</u>	<u>Vendor ID</u>	<u>Buyer</u>	<u>Match Action</u>	<u>Change Order</u>	<u>Blanket PO</u>	<u>Lines</u>
Dispatched	N	05/23/2004	07/20/2004	0000056794	Carol Morris (580)	Standard	1		

[Up](#)

Click on the Lines Icon .



Business Unit: 58000 **WorkBench ID:** RECON

Description: RECON

PO Number: 5809001024

Select POs for Further Processing

List of Purchase Order Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Details [Contract Info](#)

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFQ ID	RFQ Line
<input checked="" type="checkbox"/> 1	Active	06208020	Liquid Ink Roller Ball "Schneider Xtra 804" Fine Pt. Ink Colors: Black, Blue or Red. Specify at time of order	12156	N	5800000027	7
<input checked="" type="checkbox"/> 2	Active	06208043013	Gel Ink Pens, Archival ink, permanent and water proof Zebra Jimmie Gel Brand, stick rubber grip, big ink reservoir, medium point only. not refillable Colors: Black, Blue or Red. Specify color when ordering.	12175	N	5800000027	21
<input checked="" type="checkbox"/> 3	Active	099995	1% State Use Lew Fee	17441	N		

[Select All](#) [Clear All](#)

Notice all the lines have been selected; **deselect the lines you do not want to close.**



PO Number: 5809001024

Select POs for Further Processing

List of Purchase Order Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Details | [Contract Info](#)

Line	Status	Item ID	Description	Category ID	Recv Reqd	RFO ID	RFO Line
<input checked="" type="checkbox"/> 1	Active	06208020	Liquid Ink Roller Ball "Schneider Xtra 804" Fine Pt. Ink Colors: Black, Blue or Red. Specify at time of order	12156	N	5800000027	7
<input type="checkbox"/> 2	Active	06208043013	Gel Ink Pens, Archival ink, permanent and water proof Zebra Jimmie Gel Brand, stick rubber grip, big ink reservoir, medium point only. not refillable. Colors: Black, Blue or Red. Specify color when ordering.	12175	N	5800000027	21
<input type="checkbox"/> 3	Active	099995	1% State Use Levy Fee	17441	N		

[Select All](#) [Clear All](#)

[Return to Reconciliation WorkBench](#)

Click [Return to Reconciliation Workbench](#) link.



Reconciliation WorkBench

Business Unit: 58000 WorkBench ID: RECON

Description:

Select POs for Further Processing

List of Purchase Orders [Customize](#) | [Find](#) | [View](#)

Detail		Other					
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer
<input checked="" type="checkbox"/> 5809001024		Dispatched	N	05/23/2004	07/20/2004	0000056794	Carol M (580)

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click .



Processing Results

Business Unit: 58000 WorkBench ID: RECON

Description: RECON

Select POs for Further Processing

Accounting Date for Action: 03/06/2008

Update Budget Date Equal to Accounting Date

Not Qualified		Qualified	
PO ID	Log	PO ID	Line Sched Distrib Line
<input type="checkbox"/>		5809001024	1

Select All Clear All

Proceed: [Return to Reconciliation WorkBench](#)

- **NOTE:** You must pay close attention to the qualified section. This section will tell you if you are canceling a Purchase Order, Purchase Order Line, or Purchase Order Schedule.
 - If it was closing the Purchase Order only, the Purchase Order number will be present.
 - If you are closing the Purchase Order line, the Purchase Order number and line will be present.
 - If you are closing a schedule, the Purchase Order number, line and schedule will be present.

Click .

Continue to Close POs. (10224,10)

Click .



Reconciliation WorkBench

Business Unit: 58000 WorkBench ID: RECON

Description:

Select POs for Further Processing

List of Purchase Orders									
Customize Find View All Download Filter									
Detail	Other								
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Chk Ord
<input checked="" type="checkbox"/> 5809001024		Dispatched	N	05/23/2004	07/20/2004	0000056794	Carol Morris (580)	Standard	1

[Select All](#) [Clear All](#)

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click on the Lines Icon located to the right



Select POs for Further Processing

List of Purchase Order Lines							
Line	Status	Item ID	Description	Category ID	Recv Reqd	RFO ID	RFO Line
<input checked="" type="checkbox"/> 1	Closed	06208020	Liquid Ink Roller Ball "Schneider Xtra 804" Fine Pt. Ink Colors: Black, Blue or Red. Specify at time of order	12156	N	5800000027	7
<input type="checkbox"/> 2	Active	06208043013	Gel Ink Pens, Archival ink, permanent and water proof Zebra Jimnie Gel Brand, stick rubber grip, big ink reservoir, medium point only. not refillable Colors: Black, Blue or Red. Specify color when ordering.	12175	N	5800000027	21
<input type="checkbox"/> 3	Active	099995	1% State Use Lewy Fee	17441	N		

[Select All](#) [Clear All](#)

The line has been closed. This can also be done on the schedule line.



ERROR MESSAGES



This message is received during the Requisition Closing process and the user is trying to override the message:

“Cannot close line with unchecked or error budget line status.”

The user must fix the requisition if needed and budget check.